P E R F O R M A N C E   S E R I E S

S C H O O L / B U I L D I N G   L E V E L   S I T E   S E T U P   A N D   A D M I N I S T R A T I O N

Section 1: Login to Performance Series

1. Open an Internet browser, such as Windows Explorer.

2. Go to http://www.edperformance.com/ and click the **Admin Login** button.
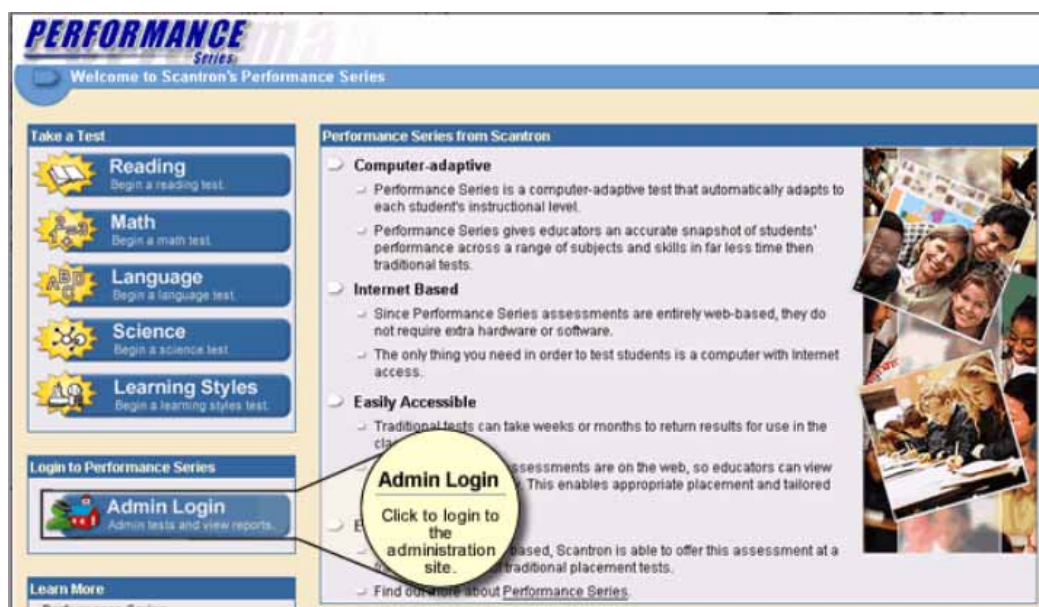
3. Enter the School/Building **Site ID, Staff ID** and **Password.** Then click **Login.**

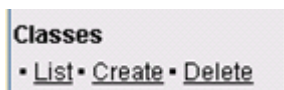Note: To login to a school/building from a top level location, click the Change button from top right corner of the top level site home page and Select the name of the school/building you wish to login to.

Change Location

Select a Location

Select Training School District (15-2335-3570)

   Select Training Elementary School (42-0445-3768)
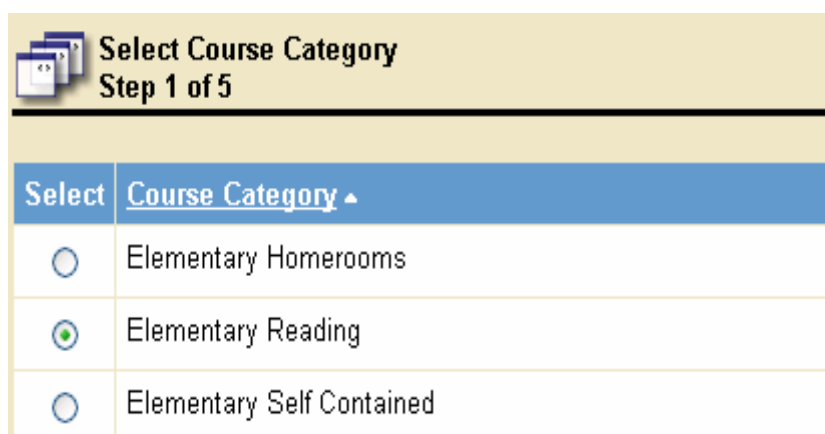
Section 2: Classes

1. From the Site Admin menu, click **Create** under **Classes**.
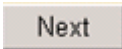
Classes
• List • Create • Delete

2. Select the **Course Category** that the class will associated with. Then click the Next button.
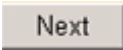
Select Course Category
Step 1 of 5

Select	Course Category ▲
○	Elementary Homerooms
◉	Elementary Reading
○	Elementary Self Contained

3. Select the **Course Name/Number** that the class will be associated with. Then enter a **Section Number**; select a **Grade Range**, then you may select a **Period/Block** for the class. Then click the ⬚ Next button.

Provide Class Data
Step 2 of 5

Information

Location:	Brown-North Elementary School
Course Category:	Elementary Reading
Course Name/Number:	Grade 4 Reading R4 ⌄ *
Section Number:	5 *(Must be unique to Brown-North Elementary School)
Grade Range:	4 ⌄ to 4 ⌄ *
Period/Block:	Per./Block 2 ⌄

4. Click on the checkboxes to **Assign** a **Primary** Teacher and **Assign** any other teachers to the class who will need access to the class data. Then click the ⬚ Next button.

Assign Teacher(s) (Optional)
Step 3 of 5

Assign*	Primary*	Staff ▲
☑	⦿	Beckov, Katarina
☑	○	Marigold, Sam
☐	○	Phelps, Sue
☐	○	Weaver, Tim

5. Click the checkboxes next to the student names to **Enroll** students in the class. Then click the Next button.

Enroll Students (Optional) Step 4 of 5	
Enroll	**Student ▲**
☑	Astor, John
☑	Jackson, Rodney
☑	Johnson, Amy
☑	Martinez, Juan

6. Review the data for the class, and click the Save button if the data all looks correct. If any changes need to be made before the class data is saved, click the Previous button until the data that needs to be edited is on the screen.
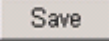
Review and Save Class Data
Step 5 of 5

Information

Location:	Brown-North Elementary School
Course Name/Number:	Grade 4 ReadingR4
Course Category:	Elementary Reading
Section Number:	5
Grade Range:	4
Period/Block:	Per./Block 2

Staff

Primary	Staff
✔	Beckov, Katarina
	Marigold, Sam

Students

Student
Astor, John
Jackson, Rodney
Johnson, Amy
Martinez, Juan

7. You will be returned to the **List** of **Classes**. You should see the class you created.

Class ▲	Primary Staff	Grade	Students
Grade 4 Reading Sec. 4, Per./Block 1	*none*	4	0
Grade 4 Reading Sec. 5, Per./Block 2	Beckov, Katarina	4	4

8. To edit a class, click on the underlined name of the class and select **Edit Class** under the **Class** tab.
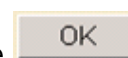
Class	Students	Staff

Class Information

Class Information
- Edit Class
- Delete Class

Information

Course Name:	Grade 4 Reading
Course Number:	R4
Section Number:	5
Period:	Per./Block 2
Grade Range:	4
Students:	4
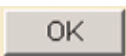
9. Make the necessary changes to the class information. Then click the OK button.

Information

Location:	Brown-North Elementary School
Course Category:	Elementary Reading
Course Name/Number:	Grade 4 Reading
Course Number:	R4
Section Number:	5 *(Must be unique to Brown-North Elementary School)
Grade Range:	4 to 4 *
Period/Block:	Per./Block 2

10. To edit student enrollment for a class, select **Edit Enrollment** under the **Students** tab.
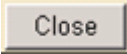
| Class | Students | Staff |

Student Enrollment

Student Enrollment	**Students**	
• Edit Enrollment	⬛ Export XLS	
	Student ▲	**Student ID**
	Astor, John	123456
	Jackson, Rodney	456789
	Johnson, Amy	23456
	Martinez, Juan	345678

11. Add/remove students by selecting or deselecting the checkboxes next to the student names. Then click the   OK   button.

Add/Remove Students

▶ Previously selected Items will appear in bold.

▶ Sort on the "**Select**" column by clicking the column heading to view selected entries.

Select	**Student** ▲
☐	**Astor, John**
☑	**Jackson, Rodney**
☑	**Johnson, Amy**
☑	**Martinez, Juan**

12. Edit the Staff Assignment for the class by selecting **Assign Staff** under the **Staff** tab.

| Class | Students | Staff |

Staff Assignment

Staff Assignment	**Staff Members**			
• Assign Staff	⬛ Export XLS			Count: 2
	Primary ▼	**Staff**	**Staff ID**	**Position**
	⦿	Beckov, Katarina	300	Teacher w/o Student Edit
		Marigold, Sam	333-00-0000	Teacher w/ Student Edit

13. **Add/Remove Staff** members by selecting or deselecting the checkboxes next to the staff member names. Then click the [OK] button. When you are finished editing the class, click the [Close] button.

Add/Remove Staff

▶ Previously assigned staff members appear in bold.
▶ Sort on the "**Select**" column by clicking the column heading to view selected entries.

Export XLS

Select	Primary	Staff ▲	Staff ID
☑	◉	**Beckov, Katarina**	300
☑	○	**Marigold, Sam**	333-00-0000
☑	○	Phelps, Sue	100
☐	○	Weaver, Tim	200

Section 3: Students

1. From the Site Admin menu, click **Create** under **Students**.

Site Admin

Students
- List • Create • Delete
- Search Students
- Transfer Students
- Merge Students
- Print Profiles

2. Enter the **Student ID**, **First Name**, Middle Initial (**MI**), **Last Name**, and **Student Test Password**. If the student is a **Demo Student**, check the Demo Student box (Demo Student scores are not included in report data).

Create Student

Provide Student Data
Step 1 of 4

Information

Location:	Training Elementary School
Student ID:	*
Demo Student?	☐ *This value cannot be changed once the student is created.*
First Name, MI:	*
Last Name:	
Student Test Password:	

3. Select Student Demographics: Select the student's **Current Grade**, **Gender**, **Birthdate**, **Ethnicity**, **Citizenship**, and **Special Status** information.

Demographics

Current Grade:	(Select Grade) ▾ *
Gender:	(Select Gender) ▾
Birth Date:	(Month) ▾ (Day) ▾ (Year) ▾
Ethnicity:	(Select Ethnicity) ▾
Citizenship:	(Select Citizenship) ▾

Special Status:

Yes	No	Unspecified	Status
○	○	⊙	Limited English Proficiency (LEP)
○	○	⊙	Migratory Child
○	○	⊙	Migratory Education Program (MEP)
○	○	⊙	Summer Migratory Education Program (SMEP)
○	○	⊙	Student with Disability
○	○	⊙	Title I
○	○	⊙	Meal Assistance
○	○	⊙	Individual Education Plan (IEP)

4. Select **Modifications for Performance Test Starting Point**, if applicable, for one or more subject areas, so that students may begin a Performance Test at a lower or higher grade level than the grade in which they are assigned.

Modification for Performance Test Starting Point

If a documented special need such as an IEP or 504 plan requires a student to start a test at a different level from his or her Current Grade, adjust the grade level for the subject below. The starting point on the subject Performance test will be adjusted accordingly.

Math:	(No Modifications) ▼
Reading:	(No Modifications) ▼
Language Arts:	(No Modifications) ▼
Science:	(No Modifications) ▼

5. Review the student data for accuracy. Then click the Save button. If changes need to be made to the student data, click on the Previous button to edit the data on the previous page.

Review and Save Student Data
Step 4 of 4

Information	
Location:	Training Elementary School
Student ID:	8907657
Demo Student?	No *This value cannot be changed once the student is created.*
Name:	Jones, James
Student Test Password:	*none*

6. To delete a student, click **Delete** under the **Students** menu in Site Admin. Cclick on the checkboxes next to the students you wish to delete. Then click the Next button.

Select Students To Delete
Step 1 of 2

Delete	Student ▲
☑	Aimina, Johava
☐	Astor, John
☑	Browning, Jarrett
☐	Christopherson, Jerry
☑	Dante, Sommer

7. Confirm the students that you want to delete. Then click the [OK] button.

Confirm Student Deletion Step 2 of 2			[Previous] [Cancel]

WARNING!

You have chosen to remove the students listed below. This action cannot be reversed. Students who do not have testing data associated with the be deleted. Students who have testing data associated with them will be made inactive, their testing data will be archived. These students will available for enrollment into groups or classes. Archived student data will be available for reporting.

Student	Student ID	Grad
Aimina, Johava	3701	3
Browning, Jarrett	3702	3
Dante, Sommer	3704	3

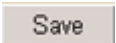## Section 4: Staff Members

1. From the Site Admin menu, click **Create** under **Staff Members**.

Staff Members
- List - Create - Delete
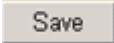- Usage Statistics
- Who's Logged In?

2. Enter a **Staff ID**, **First Name**, Middle Initial (**MI**), **Last Name**, **Email Address (only required for Location Controllers)**, **Password**, **Confirm the Password.**

Then click the [Save] button. If the staff member is a temporary user, click the checkbox next to **Guest Account**.

Create Staff Member

Provide Staff Member Data

Information

Location:	Training Elementary School (School)
Staff ID:	[ ] *
First Name, MI:	[ ] * [ ]
Last Name:	[ ] *
Email Address:	[ ] Required for Location Controllers
Password:	[ ] *
Confirm Password:	[ ] *
Guest Account?	[ ]

3. Select a **Position Name** for the staff member. This will determine his/her access in the site. Then click the [Save] button.

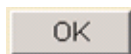4. You will be returned to the **List** of **Staff Members**, where you should see the staff member you created.

5. To edit a staff member, click on the underlined name of the staff member from the **List** of staff members. Then select <u>Edit Staff Member</u> from the **Staff Member** tab.
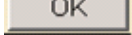

6. Make any necessary changes to the staff member's information. Then click the

 button. *Note: A Staff Member's access can be enabled/disabled through the Edit Staff feature.*

7. To change the password of the Staff Member, click <u>Change Password</u> under the **Staff Members** tab. Then click the OK button.

Change Staff Member's Password	
Staff ID:	200
Staff Member:	Weaver, Tim
Enter New Password:	●●●●●●●●●●●● *
Confirm New Password:	●●●●●●●●●●●● *

8. To view the class assignments of the Staff Member, click the **Classes** tab.

Staff Member | Classes | Security Events

Staff Member Class Assignment

- Assign Classes

Class ▲	Primary Staff
Grade 4 Homeroom Sec. 1, Per./Block 5	Weaver, Tim
Grade 4 Reading Sec. 4, Per./Block 1	*none*

9. To **Add/Remove Classes** assigned to the Staff Member, select **Assign Classes** under the **Classes** tab to make any changes. Then click the OK button.

Add/Remove Classes

▶ Classes the staff member is currently assigned to appear in bold.
▶ Sort on the "**Select**" column by clicking the column heading to view selected entries.

Classes

Select	Primary Staff	Class ▲	Primary Staff
☑	☐	**Grade 4 Homeroom Sec. 1, Per./Block 5**	**Weaver, Tim**
☑	☐	**Grade 4 Reading Sec. 4, Per./Block 1**	*none*
☐	☐	Grade 4 Reading Sec. 5, Per./Block 2	Beckov, Katarina

10. To view security events related to the staff member, click the **Security Events** tab. Click on Session Details to view the **IP address**, **Host**, **Operating System**, and **Browser** used during the Security Event.

11. To delete a Staff Member, click **<u>Delete</u>** under the **Staff Members** menu and click the checkboxes next to the staff member(s) you want to delete.

12. Confirm the deletion. Then click the button.

Section 5: Administrative Security/Password

1. From the Site Admin menu, click **Administrative Security** under **Security**.

Security
- Administrative Security
- Testing Security
- Your Password

2. Select **Edit Login Settings** under **View Login Security** to change the default settings.

Security Information

View Login Security
- Edit Login Settings
- Add a Network
- Add an IP Address

Login Settings:

Enabled	Login Option
yes	When logging in, if a user enters his or her password incorrectly **5** times within **5 minutes**, then disallow any logins by that user for a period of **5 minutes**.
yes	Automatically logout users who are idle for longer than **15 minutes**.
yes	Remember the Site ID (**37-9403-0185**) on the login screen.

Allowed Login Times:

Day	Login Time
Sunday	Allow all times.
Monday	Allow all times.
Tuesday	Allow all times.
Wednesday	Allow all times.
Thursday	Allow all times.
Friday	Allow all times.
Saturday	Allow all times.

Allowed Network Addresses:

IP Address	Type	Remove
any	Allow administrative logins to **Brown-North Elementary School** from any computer on the internet.	

3. Make any changes to the **Login Settings** for the administrative logins for this site. Then click the [Save] button.

Login Settings:

Enable	Login Option
yes	When logging in, if a user enters his or her password incorrectly [5 ▾] time(s) within [5 minutes ▾] , then disallow any logins by that user for a period of [5 minutes ▾] .
yes	Automatically logout users who are idle for longer than [15 minutes ▾] .
☑	Remember the Site ID (**37-9403-0185**) on the login screen.
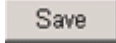
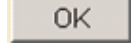4. Make any changes to the **Network Address Settings** for this site. Then click the
   Save button.

5. Make any changes to the **Network Address Settings** to limit the administrative
   access to this site from computers assigned to a specific IP address. Then click
   the Save button.

6. To change your own password, select **Your Password** under the **Security** menu.

7. Enter your old password, your new password, confirm your new password. Then
   click the OK button. *Note: Passwords must be at least 6 characters with at
   least one be a numeric.*